**Agenda**

English Department Meeting

3 April 2020

**Location: *Zoom* Live**

Amy Trogan, Rebecca Harris, Shawn Moore, Marty Ambrose, Thomas Mohundro, Thomas Wayne, Jeremy Pilarski, Jennifer Grove, Jill Hummel, Brandi George, Cara Minardi-Power, Ihasha Horn, Katie Waddell, Ellie Bunting, Eric Ivy, Michael Barach, Catherine Gooch, Mark Massaro, Suzanne Biedenbach, Jason Calabrese, David Luther, Leonard Owens, and Laura Tichy-Smith.

**Note: Attendance was optional.**

**Start Time: 10:30**

**End Time: 12:00**

**I. Update on Online Certification for Summer/Fall**

a. All departments working on online certification for fall and summer courses. Full time faculty gets top priority. Adjunct online certification will also be available throughout the summer.

i. Possible Arts and Science Meeting next week on Zoom. Dr. Teed wishes to gauge interest in attendance. So far, most faculty prefer not to have another meeting.

**II. Concerns Regarding Zoom Recordings**

a**.** Some meetings recorded without authorization. Zoom fixed this issue. From now on, please notify students when meetings or live classes will be recorded. An icon appears on the Zoom screen with the recording feature activated.

 i. Additional guidance on FERPA rules regarding grade discussions forthcoming.

**III.** **Graduation and Commencement**

a. Traditional graduation ceremony cancelled. Board exchanging different ideas to recognize graduates. Ideas range from a live Zoom commencement to prerecorded pictures celebrating FSW graduates. Drive-thru graduation least favorable suggestion.

**IV. Late Drops**

 a. Struggling students allowed late withdraw. Incompletes granted if student keeps in contact with professor. Remind students automatic F assigned by missing incomplete deadline. Whether incomplete or late withdraw, administration suggests not burdening students for proof. Deans and Administration promote relaxing rigor during these times.

**V.** **FSW Homepage Guidance**

a. Homepage updated with *Remote Campus Registration* and *Late Withdraw Information* for students. Faculty encouraged to direct students to FAQ.

**VI. Fee Grants**

a. Impending budget shortfall caused approved fees to be retroactively disapproved.

Awarded grants may be given back later.

**VII. Assessment**

a. Dr. Amy Trogan will be the new chair for the English Department in the fall of 2020. Prof. Jeremy Pilarski will be the new Dual Enrollment Coordinator. The Assessment Coordinator Position is vacant. Dr. Trogan looking for volunteers. She will also support the faculty member make the transition into this role.

b. SOS for Spring available until 4/17/2020. Please encourage students to complete surveys.

VIII. **1130 Assessment Reports**

Based on the infographic and short responses, 1130 needs some tweaking. Faculty will lead the charge in this endeavor. Please keep the department and assessment in the loop regarding a successful pathway to improved success rates.

a. Survey Red Flag: Students indicated ENC 1101 failed preparing them for ENC 1102. Several faculty members pointed to possible improvements. Dr. Minardi-Power suggested many students lack confidence because of poor course design. Dr. Grove believed starting research early may help students feel more prepared for ENC 1102. Also, Dr. Grove said students appreciated the research assignment.

b. Dr. Harris relayed surveys are not qualitative and align better with ENC 1102 Essay rather than ENC 1102 or LIT 2000.

i. Dr. Trogan asks if the department about posting results on assessment webpage. Dr. Grove says if they are accurate, go ahead and post them. All faculty agree to post results.

**IX. Subcommittee/Faculty Announcements**

**a. Dr. Katie Wadell (*Writing Center Liaison*):** Writing center doing online consultations if students need it in addition to Tutor.com. Dr. Grove makes the point that this is the busiest time for them because of research papers. Dr. Waddell says directors are fielding requests and placing them with tutors working home. Tutors using either Zoom or Goboard.

**b.** **Dr. Scott Ortolano:**  FLAC cancelled. Currently waiting on what happens next year. Events will most likely happen in the spring. Still waiting to see what fall will bring.

**X.** **Closing Comments:**

a. Dr. Harris requests faculty not get hung up on individual assignments. Given the circumstances, use a pass/fail model. If the student demonstrates knowledge, he or she should pass.